



JENNIFER M. GRANHOLM  
GOVERNOR

STATE OF MICHIGAN  
OFFICE OF FINANCIAL AND INSURANCE REGULATION  
DEPARTMENT OF ENERGY, LABOR & ECONOMIC GROWTH  
STANLEY "SKIP" PRUSS, DIRECTOR

KEN ROSS  
COMMISSIONER

## LIVESCAN FINGERPRINT PROCEDURES

### **ALL APPLICANTS**

**Beginning December 18, 2008, the Sponsoring Mortgage Broker, Lender, or Servicer may contact Michigan State Police to obtain an Agency ID number.**

**Beginning January 1, 2009, the Loan Officer Applicant can have his/her fingerprints taken.**

To obtain an Agency ID number, the Sponsoring Mortgage Broker, Lender, or Servicer needs to contact Michigan State Police via fax 517-322-0635 (Attention Jennifer) or email [msp-crd-applhelp@michigan.gov](mailto:msp-crd-applhelp@michigan.gov), providing the following:

- Fingerprint reason: **MLO** – Michigan Loan Officer Registration, MCL 445.1652a or MCL 493.52
- Sponsoring Mortgage Broker, Lender, or Servicer Information: contact person name, mailing address, phone number, fax number, email address

***Per Michigan State Police, check with your technical support to assure that the listed e-mail address will not be blocked from receiving messages - [ALIASResponse@michigan.gov](mailto:ALIASResponse@michigan.gov)***

Once the Sponsoring Mortgage Broker, Lender, or Servicer obtains its Agency ID number, this number will be used for each Loan Officer Applicant it wishes to employ. The Sponsoring Mortgage Broker, Lender, or Servicer needs to retain its Agency ID number for future use.

The Agency ID number needs to be printed or typed legibly on the LiveScan Fingerprint Request form, along with the Sponsoring Mortgage Broker, Lender, or Servicer's name (omitting assumed names) as approved with the Michigan Office of Financial and Insurance Regulation.

The state and FBI criminal records check results will be sent directly to the Sponsoring Mortgage Broker, Lender, or Servicer from the Michigan State Police.

Fees for the fingerprinting and criminal records check are the responsibility of the Loan Officer Applicant or the Sponsoring Mortgage Broker, Lender, or Servicer.

### **MICHIGAN RESIDENTS ONLY**

Once the LiveScan Fingerprint Request form is fully completed, the Loan Officer Applicant can either schedule a fingerprint appointment by calling L-1 Enrollment Services' toll free number 866-226-2952 or schedule an appointment online. If the Sponsoring Mortgage Broker, Lender, or Servicer has 30 or more Loan Officer Applicants to be fingerprinted, contact Candy Copelin at 217-547-2115.

To schedule online [www.ibtfingerprint.com](http://www.ibtfingerprint.com)

- Click on "Michigan" and begin registration
- Enter the Sponsoring Mortgage Broker, Lender, or Servicer's Agency ID number
- Enter zip code or choose a region from the drop-down list where you would like to schedule an appointment
- Click on the specific location to view the available dates for fingerprinting
- Choose the specific time that you would like to schedule an appointment

**NO WALK-INS – AN APPOINTMENT IS REQUIRED**

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### **MICHIGAN RESIDENTS ONLY (continued)**

The Loan Officer Applicant needs to bring the following to the scheduled appointment:

- Completed LiveScan Fingerprint Request form
- His/Her driver's license or other valid form of identification
- Form of payment selected when appointment was made

The technician will scan the Loan Officer Applicant's fingerprints and submit the data to the Michigan State Police. Michigan State Police will submit the data to the FBI and results will be sent back to the Michigan State Police.

The Loan Officer Applicant will receive a signed receipt at the end of his/her fingerprinting session that should be submitted to the Sponsoring Mortgage Broker, Lender, or Servicer as proof of fingerprinting.

### **NON-MICHIGAN RESIDENTS ONLY**

Once the LiveScan Fingerprint Request form is fully completed, the Loan Officer Applicant should obtain a set of fingerprints from a local law enforcement agency on an FBI applicant card.

The Loan Officer Applicant needs to make sure the FBI applicant card is completely filled out. Required information includes: full name, other names used, home address, date of birth, state/country of birth, race, gender, height, weight, hair color, eye color, fingerprint reason, and Agency ID number.

- The **Agency ID number** needs to be stated in the Address box
- The reason fingerprinted needs to state **MLO**

Failure to completely fill out the information on the FBI applicant card will result in the card being returned to the Loan Officer Applicant, which will delay the process.

The Loan Officer Applicant or the Sponsoring Mortgage Broker, Lender, or Servicer needs to mail the following items to **L-1 Enrollment Services, 1650 Wabash Suite D, Springfield, IL 62704**

- Completed LiveScan Fingerprint Request form
- Completed FBI applicant card
- Business check or money order payable to **L-1 Enrollment Services** – Include the full name of the Loan Officer Applicant on the check or money order **(to obtain the payable amount, call 866-226-2952)**

L-1 Enrollment Services will scan the Loan Officer Applicant's fingerprints and submit the data to the Michigan State Police. Michigan State Police will submit the data to the FBI and results will be sent back to the Michigan State Police.